

# **Vilna & District Municipal Library Board Policy Manual**

**Category:** Materials

**Policy Number:** 603

**Title:** Disposition of Library Materials

**Policy Statement:** Periodic evaluation of the library inventory shall be completed and a weeding out of materials based on de-selection criteria.

## **Guidelines and Procedures:**

1. Physical condition – Items that are worn out, shabby, dirty, damaged, ragged binding, missing or torn pages, or of poor appearance, shall be weeded from the collection.
2. Subject matter – Information which is no longer accurate, themes and styles that are outdated, superseded editions, duplication in little-used areas, shall be weeded from the collection.
3. Age – Indexed periodicals shall be removed after 5 years, un-indexed periodicals removed after 1 year.
4. Lack of Use – any item not used within the preceding 3-year period shall be removed at the discretion of the Library Manager.
5. Items weeded according to guidelines 1-4 above may at the discretion of the Library Manager, be:
  - 5.1 exchanged or donated to another library
  - 5.2 given to any organization which sponsors paper drives
  - 5.3 given to schools for classroom use
  - 5.4 sold to the public
  - 5.5 destroyed
6. Items that will not be removed, are books that are out of print and still being used on a regular basis, and resources which would bias the representation of a controversial subject, if they were removed.
7. The library will not be guilty of lowering the standards of other public collections by giving away soiled, damaged, mediocre, or obsolete materials.

**Date Approved:** January 2, 2021

**Date to be Reviewed:** January, 2024